

CITY OF LONG BEACH

CLASS SPECIFICATION

Public Works Director

FLSA Designation: Exempt

Revised Date: July 2021

General Statement of Duties

Plans, organizes, directs and/or performs the organizational, staffing, control, budgeting, planning, operations and repair activities of the Public Works Department in accordance with State and Federal laws and City codes. Responsible for all departmental services including streets, water, wastewater, parks, facilities, storm drainage, capital improvement programs, for the application and administration of State and Federal grants and for Public Works functions

Classification Summary

Individuals appointed to this classification must apply an extensive knowledge of sound management practices to a wide variety of complex situations. Individuals must determine and recommend policies and procedures, as well as maintain awareness of established ordinances and other regulations which must be followed. Errors in judgment or performance could have major impact on highly visible and costly City projects, as well as negative impact on Department morale. Accountable to the Administrator to provide the highest quality of departmental services, to develop and manage a departmental organization of the highest standards and to assure Department operations are maintained within budget limitations. Responsible for supervision of Department employees through delegation to assigned leads and/or directly and to recommend and implement approved decisions for all personnel actions regarding these employees.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Responsible for supervision and direction of planning, design, execution and control of construction and maintenance programs for all civil engineering performed by consultants and Public Works projects completed by the City or outside contractors, including water systems, sanitary sewers, storm sewers, streets, alleys, parks, surveys, mapping and inspections; establish standards for design and construction of municipal work.
- Supervise, through delegation of assigned lead workers or directly, all department employees. Make recommendations to City Administrator on all personnel actions such as hiring, training, terminations, discipline, number and organization of employees, and implement approved actions.
- Develop and implement contemporary departmental operating policies and procedures in accordance with applicable law, court decisions and modern management principles and techniques.

- Administer and make all final recommendations on all service contracts and equipment purchases, both major and minor, including types of apparatus and equipment to be used within the budgetary limitations.
- Receive, evaluate and resolve complaints pertaining to Department employees and/or operations.
- Attend management and professional meetings and seminars as required.
- Prepare or oversee the preparation of applications and supporting data for Federal or State funded programs; responsible for administration and compliance of Federal and State laws regarding project funding, bid requirements, consultant selection and construction standards.
- Represent City and act on City's behalf with local, State and Federal agencies, and public organizations, citizens, media, boards or commissions as required.
- Develop, implement and control approved departmental long and short-range goals and objectives.
- Manage all Public Works consultant services and outside contractor construction/ services contracts. Assure such services are completed on schedule and within budget and quality specifications.
- Confer with the Administrator on administrative matters, legislation and policies, making recommendations for action.
- Research and compile data for specific utility operating and capital financing; make revenue forecasts and recommendations for alternative proposals and implement programs.
- Review and administer legal documents for City contracts, leases, agreements, easements, deeds, and bills of sale pertaining to Public Works projects.
- Attend City Council meetings as required; act as technical and management advisor on Public Works and utilities issues; present written and oral reports and make recommendations. Represent the City and act on the City's behalf as requested.
- Provide technical assistance to other City departments as needed; review and edit a wide variety of reports issued by other departments.
- Prepare the capital improvements programs and long-range service or facility plans for the streets, water, wastewater and storm drainage.
- Prepare, administer and control department budget, including utility funds and State/Federal assistance funds, authorizing and monitoring expenditures, direct the development and operation of the Department's accounting cost and analysis systems.
- Responsible for the coordination of the administration of applicable codes with other City Departments.
- Organize and manage the Department's employees, resources, equipment and available time to achieve maximum efficiency and effectiveness.
- Ensures the city has certified treatment operators and backup operators in the water and wastewater departments.

Other Duties and Responsibilities

- On call to respond to emergency situations.
- Supervises site preparation for festivals and other community events.
- Performs other related duties as required.

- Employee reviews for next level of management and reads those below that level.
- Performs additional management responsibilities as assigned.

Knowledge, Skills and Abilities

Knowledge of:

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by the example in the above job description.
- Requires extensive knowledge of modern methods and techniques as applied to construction, maintenance and repair of public works facilities.
- Requires extensive knowledge of organizational, fiscal, personnel, and supervisory practices and principles.
- Requires ability to plan, implement, and evaluate a wide variety of Public Works programs.
- Requires ability to supervise Department employees in a manner conducive to efficient and effective performance and high morale.
- Requires ability to establish and maintain an effective working relationship with City officials, employees, vendors, intergovernmental agencies and the general public.
- Requires an ability to communicate effectively to a variety of audiences both orally and in writing.
- Requires extensive knowledge of modern methods and techniques applied to design, construction, maintenance and repair of public works facilities.
- Requires knowledge of land and engineering survey systems, methods and techniques.
- Requires extensive knowledge of State and Federal regulations governing public works projects.
- Requires sound knowledge of management, organizational, fiscal, personnel and supervisory practices and principles.
- Requires ability to plan, implement, manage and evaluate a wide variety of simultaneous Public Works Department programs.
- Ability to supervise Department employees in a manner conducive to efficient and effective performance in high morale.
- Requires strong leadership skills to achieve the variety of job functions encountered in a department Director's position.

Ability to:

- Follow written and oral instructions.
- Read and interpret technical manuals, documents, diagrams, and blueprints.
- Read and interpret meters, gauges, control panels, and testing and monitoring equipment.
- Operate manual and automated valve, pump, and control systems.
- Operate a motor vehicle.
- Operate heavy equipment.
- Operate power equipment.
- Operate hand tools.

- Operate standard office equipment, including a computer using program applications appropriate to assigned duties.
- Prepare written reports and maintain system performance records.
- Communicate effectively with the public and other employees.

Acceptable Experience and Training

- Bachelor's Degree in civil engineering or closely-related field.
- Two (2) years progressively responsible experience supervising professional and technical staff.
- Minimum six (6) years progressively responsible experience in public works or civil engineering, preferably within a municipal organization, with four (4) years supervisory experience within public works/engineering department of a public agency.
- Professional Civil Engineer registration is preferred, but not required.
- Combination of education and experience that demonstrates ability to perform the essential functions of the job.
- Ability to communicate effectively to a variety of audiences orally and in writing.

Special Qualifications

- Washington State driver's license.
- Industrial First Aid and CPR certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle backup warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, and discern color-coded equipment indicators.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools, operate a motor vehicle and heavy equipment, and standard office equipment and to make adjustments to equipment.
- Sufficient body flexibility, mobility, agility, physical strength, stamina, and balance to supervise and perform installation and maintenance tasks which require bending, stooping, kneeling, reaching, twisting, climbing and working on ladders, working in enclosed spaces, lifting up to 100 pounds, and work in a treatment plant environment.